

Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM053	
Creation Date of PD	07/24/2006	
Job Title	Data Records Clerk	
SNL Dept Name	Technical Data Management System (TDMS)	
SNL Org Number (or TBD)	TBD	
Number of Openings	1	
Description of Position	The position compiles data packages, verifies their content and ensures their receipt by the Records Processing Center. The position also prepares department files for archiving.	
Required Skills & Experience	<p>The successful candidate must be results oriented and able to work independently (or as part of a team) and responsibly in a fast paced, large volume, constantly changing environment. Demonstrated excellence in providing proactive, insightful customer service, multi-tasking and prioritizing work to assure both urgent and important tasks are completed, analyzing and presenting information; developing solutions and making appropriate decisions; and teaming with coworkers and customers is required. Excellent written and verbal communications skills are a must. Technical savvy in adapting to new applications, processes and systems will be critical in this role.</p> <p>A basic knowledge of records processing/management is required.</p>	
Desired Skills & Experience (if applicable)	<p>Proficiency in the use of Microsoft Office tools and data analysis is preferred.</p> <p>YMP experience is also strongly preferred.</p>	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	A degree is not required, but preferred.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.06	Information Management	X
WBS Elements of 1.5.03		
1.5.03.13	Technical Data Management – Project Operations	X

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